

Applicant Name: Washington Department of Ecology

Project Title: Puget Sound Toxics/Nutrients Control and Reduction (NEP Program)

Federal Amount Requested: \$10,000,000.00 **Match:** \$10,000,000.00

May 30

Application Deadline: June 13, 2014

ID No.: Original Agreement No: PC -00J220101

Please provide the following **checked and bolded** certifications, forms, or additional document/information to complete your application process.

Certifications/Forms:

- ☒ **Application (SF424)**
- ☒ **Budget Information (SF424A)**
- ☒ **Assurance, Non-Construction Program (SF424B)**
- ☒ **Pre-Award Compliance Review Report (EPA Form 4700-4)**
- ☒ **Certification Regarding Lobbying – required if the requested EPA funding is more than \$100,000.**
- ☒ **Key Contact List**

Required Additional Document/Information:

- ☒ **Copy of current Negotiated Indirect Cost Rate Agreement**
- ☒ **Detailed Itemized Budget. Please provide and show both EPA and match breakdown. Budget categories need to be broken out and linked to major tasks. Send us off what you have so that we can provide more specific comments.**
- ☒ **Narrative Statement (Work Plan):**
- ☒ **Logic Model: Some outputs can and should be quantified.**
- ☒ **Project Timeline and Milestones. [workplan chart adds detail to timelines in proposals]**
- ☒ **Other: Sub-recipient policies and procedures; LOs should provide copies of written policies and procedures for managing sub-recipient awards and contracts, including sub-recipient monitoring and performance reporting practices (i.e. FEATS)**

Please answer the following questions.

1. **Lobbying Activities:** Does your requested EPA funding ~~total over~~ \$100,000 **AND** is or will your organization be conducting lobbying activities? YES or **NO**

If YES, you must complete the Disclosure of Lobbying Activities (SF LLL) form.

☐ Disclosure of Lobbying Activities (SF LLL)

2. **Conference/Workshop:** Does your narrative statement (work plan) involve conducting any conferences or workshops? YES or **NO**

If YES, please answer the following questions:

- a. Who is initiating the conference/workshops/meetings?
- b. How is the conference/workshop/meeting being advertised?
- c. Whose logo will be on the agenda and conference/workshop/meeting materials?
- d. What is the percentage distribution of the persons attending the conference/workshop/meeting (i.e., percentage of federal government, public participants, and state and locals)?
- e. Are you going to prepare the proceedings or analysis and disseminate the information back to the appropriate (state/local/scientific) community?
- f. Do you anticipate any program income being generated from the conference/workshop/meeting, including registration fee?

3. **Quality Assurances** (see Programmatic Terms and Conditions):

Does your work plan include generation of environmental data, or use of existing environmental data?

☒ YES

or NO:

4. **Information Collection** (see Programmatic Terms and Conditions #4):

Will this project include the survey or collection of identical information from 10 or more persons?

YES or ☒ NO:

If YES, please provide the following information to obtain Office of Management and Budget (OMB) clearance prior to the collection of information.

a. Description of the information to be collected.

b. Explanation of the need for the information.

c. To whom the survey is being directed.

5. **International Travel:** Will this project performed entirely or in part outside of the United States? YES or ☒ NO: +

If YES, prior approval (clearance) from Office of International Affairs (OIA) is required prior to performing work outside of the United States. [The EPA Project Officer requests approval, grantee merely needs to provide pertinent information to PO.]

6. **Program Income** (see Programmatic Terms and Conditions #3):

Is this project expected to generate program income? YES or ☒ NO:

If YES, indicate the estimated amount on the 424 & 424A form.

Instruction to submit your complete application package:

1. Attach this document with your complete application package.
2. PDF signed certification forms.
3. Any revision to the documents (e.g., detailed budget, workplan, logic model, project timeline/milestone) must be in Word Doc and red line strike-out.
4. Send your complete application package via email with the subject line reference the ID No. and Applicant Name.
5. Send email TO: holzendorf.evelyn@epa.gov and CC: your EPA Project Officer

For additional information or questions, please contact:

Evelyn Holtzendorf, Grants Specialist
(206) 553-6344
Fax: (206) 553-4957
e-mail: holzendorf.evelyn@epa.gov

(*need to update this contact information if Grants Specialist assignments for LO awards is changed)